



Joins us!

**Volunteer internship for university students in the Human Resources
Section**

Job summary:

Prepares salary information for employees and former employees for the Uruguayan local social security entity (BPS). Obtains such information from paper or electronic files; depending on the dates worked by the employee. Gathers all the information and input it in the corresponding BPS forms. Trains the following interns' volunteers to continue doing this task; supervising the outcome of the first cases to ensure that it is correct and performed it with accuracy.

Qualifications and skills required:

- Currently enrolled in a local university or business school in the areas of Accounting or Administration.
- Detailed oriented, methodic, and able to work independently under minimum supervision.

- Strong Excel skills is a must. The incumbent will have to get data from a document and input into Excel, build formulas (IF, SUM, MATCH, VLOOKUP, etc) to process the data automatically if needed. The data entered must be accurate. Suggestions of improvements in the current task or more efficient ways to perform the task will be highly valued.
- This opportunity is for non-U.S. citizen students only.
U.S. citizens who are interested in applying for a student internship with the Department of State, can find further background information <http://careers.state.gov/student/>
- Good academic record.
- Basic English language skills.
- Medical Insurance: interested student must have his/her own medical insurance/coverage (mutualista).
- Commitment to complete 240 hours of internship, starting as soon as possible after completion of the selection process.

Selection process:

All interested candidates who fulfill the requirements explained above should send an email to jobsMVD@state.gov containing:

- 1- Resume with detailed information on studies and past work experience (if any).
- 2- University transcript (escolaridad).

Applicants will be screening based on the data provided and only best qualified ones will be invited to an interview. Once selected, the candidate will be subject to medical and security checks before approval to participate in the program.

FINAL NOTE: The intern is not considered an employee. There is no compensation, benefits or annual leave provided.